

*****This is only a preview of the examination questions. To take the actual examination, please go back to the official bulletin, and click the examination link.*****

Training and Experience Evaluation

Coastal Program Manager

California Coastal Commission

The California civil service selection system is merit-based and eligibility for appointment is established through a formal examination process. This examination consists of a Training and Experience evaluation used to evaluate your education, training and experience relevant to the position.

This Training and Experience evaluation is a scored component accounting for 100% of your rating in the examination process. It is important to complete the questionnaire carefully and accurately. Your responses are subject to verification before appointment to a position.

Section 1: Tasks

Instructions:

Rate your experience performing specific job-related tasks.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every question and provide relevant examples. Also, indicate the references who can verify the information provided.

In responding to each statement, you may refer to your WORK EXPERIENCE, whether paid or volunteer, your EDUCATION, and/or FORMAL TRAINING COURSES you have completed.

PLEASE NOTE: This examination is designed to gain an overall assessment of your education, training, and experience as it directly relates to the duties and the knowledge, skills and abilities required for this position. Possession of specific education is **not** required to be successful in this examination; however, such achievements may substitute for desirable levels of experience. All components of this examination have been carefully validated by tying them directly to job requirements and documenting their relevance to the position.

Describe your work experience relevant to performing this task, both paid and volunteer.

1. Supporting staff, colleagues, or interns in the preparation of written recommendations that are clear and persuasive on various matters including but not limited to: natural resource planning, policy, regulatory issues, or long-range planning (e.g., development permits, appeals, Federal consistency reviews, energy and ocean programs, enforcement matters, grants).
2. Presenting, discussing, and/or explaining an organization's recommendations, purposes, policies, and/or procedures with individuals, groups, and/or decision-making bodies with various levels of understanding.
3. Supporting or guiding staff, colleagues, or interns in performing their more complex duties to help guide them in problem solving and/or decision making related to their projects and ensure the work is done correctly and in a timely manner.
4. Providing formal or informal on-the-job training to colleagues or interns relating to the tasks performed on the job.
5. Coordinating and negotiating with developers, violators, government staff, or other members of the public in a constructive or professional manner to achieve a positive resolution.

6. Developing recommendations regarding special issues or problems for which the policies or procedures are ambiguous or do not specify a clear course of action, or for which there is little or no guiding precedent.
7. Managing the workload of a program or staff to ensure the work is completed in a timely and efficient manner.
8. Reviewing or monitoring the work of staff, consultants, or interns to ensure it meets quality or timeliness standards and to identify areas for improvement.
9. Providing feedback to staff or interns to improve their performance or aid in their professional development.
10. Developing and overseeing the implementation of new policies, procedures, or programs.
11. Acting as a technical subject matter expert for various agencies or organizations when colleagues, stakeholders, or other decision makers are seeking input or advice.